

Questions 15–21

Complete the sentences below.

Choose **ONE WORD ONLY** from the text for each answer.

Write your answers in boxes 15–21 on your answer sheet.

- 15 By preparing for your interview, you will gain which will help you present yourself well.
- 16 Read through any documents you have received about the company and also go to their
- 17 Check the job description to find out what are involved in the post you have applied for.
- 18 Interviewers may be interested to hear about any unpaid help you have given to a
- 19 Be ready to talk about your for the development of your career.
- 20 Explain any that there are in your work record and clarify how you used the time to improve your skills.
- 21 Questions about should be delayed until a later stage.